

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Requests for Proposals.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED _____ THROUGH _____

<input checked="" type="checkbox"/> Prequalified Services – See page <u>1</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**** For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked in large red letters **"SEALED BID – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 5	PROPOSAL DUE DATE 4/3/07	TIME DUE 12:00 p.m.
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Greg Krueger, P.E., Statewide ITS Program Manager
MDOT Intelligent Transportation Systems
425 W. Ottawa St., P.O. Box 30050
Lansing, MI 48909

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B225 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B225 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D – Request for Proposal Cover Sheet
- 5100G – Certification of Availability of Key Personnel

(These forms are not included in the proposal maximum page count.)

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Gregory D Krueger			JOB NUMBER (JN) 88065	CONTROL SECTION (CS) 84900
DESCRIPTION IF NO JN/CS				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input checked="" type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input checked="" type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location. The percentage of work performed in Michigan will be used on all contracts unless the contract is for on-site inspection, then location should be scored for the on-site inspection.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
ITS DESIGN SERVICES**

CONTROL SECTION: 84900

JOB NUMBER: 88065

PROJECT LOCATION: Statewide

PROJECT DESCRIPTION:

Develop a strategy and prioritized lists of sensor locations for Road Weather Information System (RWIS) deployment in the North and Grand Regions. Develop the Concept of Operations (COO) for a North Region Traffic Management Center (TMC), a Grand Traverse County TMC, a Superior Region TMC, and a Statewide TMC.

PRIMARY PREQUALIFICATION CLASSIFICATION:

Intelligent Transportation Systems

SECONDARY PREQUALIFICATION CLASSIFICATION:

None

The anticipated start date of the service is 7/1/07.

The anticipated completion date for the service is 12/31/08.

DBE Requirement: N/A

MDOT PROJECT MANAGER

Greg Krueger, P.E.
Statewide ITS Program Manager
MDOT Intelligent Transportation Systems
425 W. Ottawa St.
P.O. Box 30050
Lansing, MI 48933
(517) 373-9479
KruegerG@michigan.gov

The Consultant shall contact the Project Manager prior to beginning any work on the project.

In addition to serving as the project manager, Greg Krueger shall also serve as the Statewide Task Manager for the Statewide TMC (Task 5).

The other Task Managers are:

MDOT North Region Task Manager:

Chris Rupinski, P.E.
1088 M-32 East
Gaylord, MI 49735
(989) 731-5090
(989) 732-3637 FAX
rupinskic@michigan.gov

MDOT Superior Region Task Manager:

Dawn Gustafson, P.E.
1818 3rd Avenue North
Escanaba, MI 49829
(906) 786-1800
(906) 789-9775 FAX
gustafsond@michigan.gov

MDOT Grand Region Task Manager:

Suzette Peplinski, P.E.
Grand Region
1420 Front Avenue, N.W.
Grand Rapids, MI 49504
(616) 451-8448
peplinskis@michigan.gov

QUESTIONS

All questions shall be submitted no later than 3:00 p.m. EST on March 23, 2007. All questions shall be submitted in writing either via fax or email to the project manager. The answers to all questions will be posted to the Contract Services Division web site, where the RFP was posted.

GENERAL

The Consultant shall furnish all services and labor necessary to conduct and complete the services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices. The consultant staff shall conduct themselves with professionalism in carrying out their duties.

The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

At the request of the Department, the Consultant, during the progress of the Services, shall furnish information or data relating to the Services described herein that may be required by the Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the Consultant upon which to proceed with further Services.

INTRODUCTION

The Michigan State Department of Transportation (MDOT) seeks to develop an RWIS network in its North and Grand Regions. This network will involve multiple RWIS stations that are consistent with the proposed MDOT ATMS software project, including standards, specifically NTCIP standards. These stations will be used for assistance in decision support systems for winter maintenance activities, bridge operations and traveler information systems. Deployment of these stations will be phased over multiple years and will be managed under a separate design project (or under multiple design projects). Additionally MDOT seeks to develop the Concept of Operations (COO) for four proposed future Traffic Management Centers (TMC). A North Region TMC to be located in Gaylord, a Grand Traverse County TMC to be located in Grand Traverse County, a Superior Region TMC proposed to be located in Negaunee, and a Statewide TMC to be located in Lansing.

Task 1

The consultant shall develop a list of locations in the North Region for deployment of up to a maximum of 50 RWIS stations, using FHWA sighting guidelines, an existing MDOT RWIS sensor specification, and including a description of each location and outlining the benefits of RWIS information at each location. The consultant, in conjunction with MDOT, shall develop a priority listing of the sites that includes the features of the RWIS station that should be deployed and a preliminary cost estimate for each station. During the development of the priority ranking, the consultant shall work with MDOT, Aeronautics, MSP, Mackinac Bridge Authority, NOAA, MDNR, FHWA, up to 24 County Road Commissions, and various other organizations or groups. Under this task, the consultant shall also develop guidelines for maintenance, including the annual costs associated with maintenance and the skill sets and training required for MDOT to perform maintenance using internal MDOT staffing. The task manager for this effort shall be Chris Rupinski.

Task 2

The consultant shall develop a list of locations in the Grand Region for deployment of up to a maximum of 25 RWIS stations, using FHWA sighting guidelines, an existing MDOT RWIS sensor specification, and including a description of each location and outlining the benefits of RWIS information at each location. The consultant, in conjunction with MDOT, shall develop a priority listing of the sites that includes the features of the RWIS station that should be deployed and a preliminary cost estimate for each station. During the development of the priority ranking, the consultant shall work with MDOT, Aeronautics, MSP, NOAA, MDNR, FHWA, up to 8 County Road Commissions, and various other organizations or groups. Under this task, the consultant shall also develop guidelines for maintenance, including the annual costs associated

with maintenance and the skill sets and training required for MDOT to perform maintenance using internal MDOT staffing. The task manager for this effort shall be Suzette Peplinski.

Task 3

The consultant shall develop the COO for a North Region Traffic Management Center. This TMC, located in Gaylord, will become the primary center for decision making and operational control for state trunk lines in the North Region and the Mackinac Bridge. The task manager for this task shall be Chris Rupinski.

Task 4

The consultant shall develop the COO for a Grand Traverse County TMC. This jointly operated TMC, located in Grand Traverse County, will become the primary center for decision making and operational control for transportation in Grand Traverse County. During the development of the COO for this TMC the consultant shall work with MDOT, Grand Traverse County Road Commission, the City of Traverse City, and up to 5 other organizations or groups. The task manager for this task shall be Chris Rupinski.

Task 5

The consultant shall develop the COO for a Superior Region TMC. This TMC, proposed to be located in Negaunee, will become the primary center for decision making and operational control for state trunk lines in the Superior Region. Under this task the consultant shall also conduct a location study identifying different locations for the TMC, discussing the pro's and cons of each location, and recommending a location. The task manager for this task shall be Dawn Gustafson.

Task 6

The consultant shall develop the COO for a Statewide TMC to be located in Lansing. This TMC will operate in conjunction with all other MDOT owned and operated TMC's in Michigan, as well as with sites in adjacent states, and other State of Michigan agencies. The task manager for this task shall be Greg Krueger.

Notes

The entire project shall be compatible with appropriate US DOT and MDOT standards, the MDOT North Region and Superior Region Architecture and deployment plans as applicable, and any other appropriate national standards.

CONSULTANT PAYMENT

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Cost plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with

the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

Reimbursement for overtime hours will be limited to time spent on the same project by the same person in excess of 40 hours in a Sunday through Saturday week (no other combinations).